

TOWN OF FENWICK ISLAND PERSONNEL POLICIES

AMEND PERSONNEL POLICY MANUAL Council Resolution #51-2011

1. Add to General Provisions the following as it relates to the Fenwick Island Police Department:

q) **“Outside Employment” (Fenwick Island Police Department)** means any employment that is outside the officer’s regular duty shift for the Fenwick Island Police Department.

r) **“Probationary Status” (Fenwick Island Police Department)** means the first twelve months of an officer’s employment or any time period established due to an officer’s disciplinary status.

2. Add Section 4-8.1 Outside Employment – Fenwick Island Police Department as follows:

A. Policy

Guidelines for the members of the Fenwick Island Police Department to follow when working any outside employment in or out of the Town limits are set forth below:

- 1) Outside employment is not permitted unless the Chief of Police has issued official approval after reviewing the written request;
- 2) If the outside employment involves potential or actual law enforcement duties, no issued Fenwick Island Police Department equipment is to be worn or used by that officer;
- 3) Outside employment shall not reflect negatively on the officer’s reputation or that of the Fenwick Island Police Department;
- 4) Any full time member of the Fenwick Island Police Department whose employment duty status is temporarily part time for any official reason is not permitted to engage in outside employment;
- 5) The outside employment shall not be allowed to interfere with the officer’s full time responsibilities to the Fenwick Island Police Department.

B. Definitions

1) *Outside Employment:* Any employment that is outside the officer’s regular duty shift for the Fenwick Island Police Department.

2) *Probationary Status:* The first twelve months of an officer’s Fenwick Island Police Department employment or any time period established due to an officer’s disciplinary status.

C. Procedures

- 1) It will be the responsibility of any officer seeking to engage in outside employment to provide a written request to the Chief of Police. Any such request must be submitted in

advance of the proposed outside employment and shall provide a detailed description of the proposed outside employment.

- 2) After reviewing the officer's written request to pursue outside employment, the Chief of Police will determine whether to approve or disapprove the request.
- 3) No officer on probationary status shall be permitted to engage in any type of outside employment.
- 4) It shall be the responsibility of the Chief of Police or his/her designee to oversee adherence to the above policy, application process, or any other matters that may arise or be brought to the Chief's attention as a result of the outside employment of any department members.

D. Conflicts

In the event of any conflict between the provisions set forth herein the Secondary Employment policy, extra-duty pay job policy, or other applicable policy for the Fenwick Island Police Department, the provisions of the applicable Fenwick Island Police Department Policy shall control.

Attest: _____

Agnes DiPietrantonio, Town Clerk

Audrey Serio, President of Council

Diane B. Tingle, Secretary of Council

I, Diane B. Tingle, Secretary of the Town Council, of the Town of Fenwick Island, Delaware, do hereby certify that the foregoing is a true and correct copy of the Resolution passed by the President and Council at a meeting on April 15, 2011, at which a quorum was present and voting throughout and the same is still in force and effect.

Date

Diane B. Tingle, Council Secretary